



**DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
FORT BUCHANAN, PUERTO RICO 00934-3400**

REPLY TO  
ATTENTION OF:

SOFB-CO (385-10)

12 Oct 01

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Policy Memorandum No. 2 - Safety**

1. Reference: Army Regulation 385-10, The Army Safety Program, 29 Feb 00.
2. All activities and operations should be conducted with the minimum risk necessary to complete the mission. The purpose of our safety program is to prevent accidents, injuries, and property damage. Safety is an essential element of an efficient operation. Adequate planning and execution can avoid accidents. The cost of safety is much less than the price paid in lost time, material damage, excessive paperwork and disruption of activities when accidents occur.
3. Every leader and manager is responsible for protecting our soldiers and civilians through risk management. Leadership is the key to protecting our workforce and maintaining a safe and healthful environment. Risk management is the principal risk-reduction process to assist leaders in identifying and controlling hazards and making informed decisions at the appropriate level. All supervisors must accept their responsibility by integrating risk management into their daily operations, assuring that employees under their supervision observe appropriate safety and health rules and regulations, implement controls, and practice common sense safety. Every supervisor is responsible for accident prevention to the same extent that they are responsible for production or services. The performance appraisal will not be used to establish accountability.
4. In the final analysis, everyone is responsible for his/her personal safety. All personnel will comply with safety and occupational health rules, regulations, and standards, use and maintain protective clothing and equipment, report unsafe and unhealthful conditions to their supervisor, and report accidents immediately.
5. As the Garrison Safety Officer, I am committed to protect the safety and health of our soldiers and civilians. I expect every director to be the safety officer for their activities and appoint collateral duty safety officers to assist in the integration of the risk management process in their daily endeavors, both on and off duty. Only with the participation and full involvement of all personnel can progress be made in accident prevention.

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6. This policy memorandum is directive in nature therefore, all personnel in a supervisory role must be aware of this policy and subsequently inform all subordinates.

JOHN W. PESKA  
Colonel, SF  
Commanding

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